

OFFICE OF TRAINING

NOTICE  
NO. 19-57

3 June 1957

SUBJECT: Use of "EYES ONLY" and "To be Opened by Addressee Only"

1. There is nothing in Agency Regulations pertaining to subject terms. The use of these terms within the Office of Training reveals that the true intention of the originator of materials bearing these stamps is not clear. Therefore, in the future the following definitions will apply:

a. "EYES ONLY" means that the envelope is to be opened only by the person to whom it is addressed, and the material contained therein is "EYES ONLY" and is not to be seen by any other person unless readdressed to such person by the recipient.

b. "To be Opened by Addressee Only" directs that the envelope is to be opened by the person to whom addressed and that the material may then be handled as the addressee desires.

2. The above does not apply to "EYES ONLY" cables which are covered in [REDACTED]

25X1A

25X1A

[REDACTED]  
MATTHEW BAIRD  
Director of Training

Distribution:  
All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

C-O-N-F-I-D-E-N-T-I-A-L